



## ***Community Outreach & Leadership for Teens (COLTs) Program Leader*** Position Description

**Job Title:** COLTs Program Leader

**Hours:** This is an apart-time position with 4 hours of work scheduled on Saturdays from 7:30 – 11:30 am, September to August.

**Purpose of Position:** To provide a safe and empowering service-learning environment on Saturday mornings for teen-agers. To lead a weekly service-learning experience for 12-16 pre-selected candidates ages 14-18. To promote leadership skills. To assist in LoveWay's mission by increasing participants knowledge of equine therapies, community-based involvement, and special needs populations.

**Requirements:** Minimum 2 years' experience working with high school-aged youth. Minimum 2 years' experience in caring for and feeding horses. Consistent Saturday morning availability. Ability to multi-task, prioritize, and organize according to program goals and objectives. Must take direction from Supervisors well and in a professional manner.

**LoveWay's Core Values:** Transformation, compassion, inclusion, and commitment

### **Key Responsibility Area:** COLTs Program Duties

1. Development, maintenance and facilitation of LoveWay's COLTs equine based service-learning program.
2. Direct participants in activities following pre-planned lesson guidelines.
3. Under guidance of Programs Manager, conduct trainings to prepare COLTs for Lead and Side Walker positions in TR classes.
4. Maintains a safe, positive environment for volunteers, horses and students.
5. Encourages respect, responsibility and camaraderie amongst teen volunteers.
6. Maintain records of Volunteer attendance and general information (ie: applications, files, etc.).
7. Communicates with parents as needed.
8. Community outreach engagements outside LoveWay.
9. With the assistance of other LoveWay staff, conduct welcome and closing program ceremonies.

### **Key Responsibility Area:** Horse Care and Stable Duties

1. Properly feed, water, and care for the horses taking into account all posted/written instructions in the barn.
2. Report any issues with horses to the Equine Manager. Call the Equine Manager in case of:
3. Injury/ illness or abnormal behavior of horse
4. Questions about changes in posted procedures or information
5. Problems with fencing, shelters, pastures, etc. that might cause immediate harm



6. Maintain orderly stalls, barns, equipment, and arena.

**Additional Responsibility Area:** Saturday morning Therapeutic Riding classes

1. Act as Ambassador for LoveWay's mission.
2. Answers phone as needed.
3. Helps in classes as needed.
4. Maintains office files and other administrative tasks as designated by supervisor.

**Reporting Requirement:** Position reports directly to the Program Manager.

COLTs Supervisor reports from 7:30am to 11:30am on pre-scheduled Saturday mornings, no holidays.

COLTs Leader will supervise 3 semesters each year, each semester lasts 14 weeks.

Interested persons should submit cover letter explaining their desire to lead the COLTs program and why they are an exceptional candidate. Include resume and email to Eric Pianowski: [eric@lovewayinc.org](mailto:eric@lovewayinc.org) .